

## **Role Title: Website Assistant Internship**

We are seeking applications for a Website Assistant Intern through the FAS Job Bridge scheme. To check whether you are eligible to apply please follow this link <http://www.jobbridge.ie/interneligible.aspx>

### **Person specification:**

#### Essential

- Candidate must hold a third level qualification.
- Excellent verbal and communication skills
- Interest in the use of the online environment as a platform for positive personal and social change
- Competent in MS Office Suite, Social Media
- Research skills

#### Advantageous, but not essential:

- Knowledge of addiction
- Experience using a website content management system
- Online marketing
- Multimedia production skills
- HTML/CSS

### **Overview of the role:**

This role involves working within a busy drug and alcohol programme to support the Online Communications manager in delivering on a number of service areas for: [drugs.ie](http://drugs.ie); [aldp.ie](http://aldp.ie); and [progressionroutes.ie](http://progressionroutes.ie). The role will give someone an insight into the many demands of managing and developing online services in a dynamic charity.

### **Overview of the work of Ana Liffey Drug Project:**

The Ana Liffey Drug Project is a "Low Threshold - Harm Reduction" service. The project works with people, experiencing addiction, to minimise the harm that problematic drug use causes them, their families and the wider community. We run services ranging from open access drop-in centres to needle and syringe programmes

and outreach in Dublin North Inner City, Midlands Region and the North East Region.

The Progression Routes Initiative is another part of Ana Liffey which connects national policy to frontline service delivery in drug and alcohol services, promoting best practice through pilot initiatives and the provision of practical organisational supports.

We also run the website [drugs.ie](http://drugs.ie) - an independent website managed by The Ana Liffey Drug Project and funded by the Health Service Executive. In addition to this site, we also host [aldp.ie](http://aldp.ie) and [progressionroutes.ie](http://progressionroutes.ie)

For more information please check out the following websites:

[aldp.ie](http://aldp.ie)

[drugs.ie](http://drugs.ie)

[progressionroutes.ie](http://progressionroutes.ie)

### **Experience on offer:**

The intern will gain practical experience in online services development, online information & support provision, online communications, online policy development.

The intern will receive training on the following: content management, providing online support, online information dissemination/marketing, and various aspects of web technologies.

### **How to apply**

Apply for the internship by emailing your CV and a covering letter saying why you are interested in this role to [jessica.hayden@aldp.ie](mailto:jessica.hayden@aldp.ie)